



City of Santa Clara
Building Inspection Division
1500 Warburton Avenue
Santa Clara, CA 95050

Inspection Division: (408) 615-2440
Permit Center: (408) 615-2420
Automated Inspection System: (408) 615-2400
Fax: (408) 241-3823

Third Party Structural Review Request

PLAN CHECK NUMBER: _____ Date of request: _____

Approved by: _____ or Disapproved by: _____

Third Party review procedure can be used to expedite a regular-cycle project containing major structural improvement/alteration. If the third party is approved to review the structural design, City can complete the first code plan check within four weeks of final code package submittal or two weeks after receiving the third party approved structural package. Since additional fees and coordination is required, a short-cycle project usually cannot benefit from this procedure.

To request a third party structural review the applicant will complete the following information:

Building address: _____ Type of construction: _____

Proposed work: _____ Type of occupancy: _____

Third Party Plan Check Agency: _____

Name of applicant (print): _____ Telephone #: _____

Signature: _____ Date: _____

Mailing address: _____

The applicant is authorized to sign the request and fully understands the procedure. By signing the request, the applicant understands the following:

1. Any other City departments' approvals are still required prior to permit issuance.
2. Two additional sets of plans/documents are required for the 3rd party plan check agency.
3. When 3rd party plan check is completed, submit two sets of approved stamped plans/documents with the approval letter from the 3rd party agency to the Building Department for final review and processing prior to final Building Department approval. The processing may take five to fifteen working days.
4. The City is to receive the adjusted plan check fees. The applicant shall pay the 3rd party plan check agency for their service directly.
5. Any substantial changes to the project after issuance of building permit, shall submit to the Building Department prior to review by the same third party plan check agency.